



Subdivision Application Checklist

City of Manchester

Shared/GrowthManage/Subsite/SubAppChk

To be completed by staff

A. Basic Materials

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|---|---|
| <input type="checkbox"/> 1. Six (6) full size paper prints of the subdivision plan prepared in accordance with the requirements of the Subdivision and Site Plan Regulations; | <input type="checkbox"/> 5. A copy of the existing deed of the property; |
| <input type="checkbox"/> 2. One copy of the subdivision plan reduced to eight and one half by eleven inches; | <input type="checkbox"/> 6. Application Fee. |
| <input type="checkbox"/> 3. List of names and addresses of all abutters as defined by the current statute; | <input type="checkbox"/> 7. Abutters notification fee of \$4.64 (Check Postage by Phone) per notice (including applicant, owner and engineers/surveyors); |
| <input type="checkbox"/> 4. The subdivision application form properly executed; | <input type="checkbox"/> 8. For major subdivisions – three copies of the required "Public Improvements Plan"; |

B. Specific Items

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|---|--|
| <input type="checkbox"/> 1. Seal and signature of Licensed Land Surveyor. | <input type="checkbox"/> 16. Existing storm drains, sanitary sewers, water wells, catch basins, manholes, bridges, headwalls, utility poles and lines, gas lines and all other structures pertaining to streets, drainage, sewers and utilities. |
| <input type="checkbox"/> 2. Certification of accuracy. | <input type="checkbox"/> 17. An index map if the proposed subdivision is divided into sections or is of such size that more than two (2) sheets are required. |
| <input type="checkbox"/> 3. Recording suitable scale and size. | <input type="checkbox"/> 18. A location map, if necessary, at a scale adequate to show the location of the subdivision and relation to primary roads. |
| <input type="checkbox"/> 4. Title, date name of City and north point. | |
| <input type="checkbox"/> 5. Proposed lots and lot numbers. | |
| <input type="checkbox"/> 6. Building envelope for each new building lot. | |
| <input type="checkbox"/> 7. The square footage of all lots and open spaces. | |
| <input type="checkbox"/> 8. Existing buildings, structures, property lines, easements and rights-of-way. | |
| <input type="checkbox"/> 9. Existing and proposed watercourses, ponds wetlands, channel encroachment lines and 100 year flood lines. | |
| <input type="checkbox"/> 10. Dimensions and bearings of all lines within and bordering the subject property. | |
| <input type="checkbox"/> 11. Adjoining property lines for an appropriate distance from the perimeter of the subdivision, adjoining easements, and name and address of abutting property owners of record. | |
| <input type="checkbox"/> 12. The central angle, radius & length of curves. | |
| <input type="checkbox"/> 13. The dimensions and width of all proposed rights-of-way and easements. | |
| <input type="checkbox"/> 14. Street bound locations | |
| <input type="checkbox"/> 15. Existing and proposed street names. | |

C. For Major Subdivisions

- ☐ 1. Public Improvements Plan. Plans, profiles and street cross sections with engineer's seal.

D. Other Materials as Required

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|---|
| <input type="checkbox"/> 1. Topography |
| <input type="checkbox"/> 2. Sewage Disposal |
| <input type="checkbox"/> 3. Water Supply |
| <input type="checkbox"/> 4. Existing and Proposed driveways |
| <input type="checkbox"/> 5. Dedication and Deeds |
| <input type="checkbox"/> 6. Traffic Study |
| <input type="checkbox"/> 7. Other Evidence. (Cite section of regulations) |
- _____
- _____

Comments: _____
Date of Review: _____ By: _____
Date Determined Complete Application: _____

Project Number